

MIDDLESEX COUNTY IMPROVEMENT AUTHORITY

101 INTERCHANGE PLAZA • CRANBURY, NEW JERSEY 08512

Telephone: (609) 655-5141 • Fax: (609) 655-4748

Website: www.mciauth.com • E-mail: mciaadmin@mciauth.com

BF97 2280-10-0

John O

LOG# 393

(non-stimulus)

June 12, 2009

Board Members

LEONARD J. ROSEMAN
Chairman

ROBERT J. MANTZ
RAYMOND J. GENESKE
JACQUE EAKER
ANTHONY RACZYNSKI

RICHARD PUCCI
Executive Director

G. NICHOLAS VENEZIA
DARIA ANNE VENEZIA
Counsel

Roch Baamonde, Chief
United States Environmental Protection Agency
Region 2
Grants and Contracts Management Branch
290 Broadway, 27th Floor
New York, New York 10007-1866

Dear Mr. Baamonde:

The Middlesex County Improvement Authority (MCIA) is pleased to submit the enclosed application for U.S.E.P.A.'s Brownfields Assessment, Revolving Loan and Clean-up Grant Cooperative Agreement. The M.C.I.A. thanks the U.S.E.P.A. for selecting the Authority as a grant recipient, for the opportunity to submit this application and especially for all of the support given by the U.S.E.P.A. in the past. The Agency and its programs have substantially furthered many of our County's redevelopment initiatives. It is our plan to use this new brownfields grant to focus on redevelopment sites in the City of Perth Amboy and Township of Woodbridge. We appreciate your consideration of our application. Should you require any additional information, please contact Denise Nickel or me at (609) 655-5141.

Very truly yours,

Richard Pucci
Executive Director


RP:dn
encl.

Copy to: Jane Leal
Denise Nickel

RECEIVED
JUN 16 2009
U.S. ENVIRONMENTAL PROTECTION AGENCY
REGION 2
NEW YORK, NY 10007

CHECKLIST OF APPLICATION ITEMS TO BE SUBMITTED

After you have completed your application, narrative descriptions, and other required forms, please review this application checklist to ensure that all required documents have been completed for submittal.

- ☒ KEY CONTACTS LIST
- ☒ APPLICATION FOR FEDERAL ASSISTANCE (SF-424) WITH ORIGINAL SIGNATURES
(Including SF-424A Budget Information and Assurances for Non-Construction Programs SF-424B) ORIGINAL AND ONE COPY
- ☒ ITEMIZED BUDGET (Detailed)
- ☒ ASSURANCES - NON-CONSTRUCTION PROGRAMS
- ☒ EPA Form 4700-4 Pre-Award Compliance Review Report For All Applicants Requesting
Federal Financial Assistance (Civil Rights Form) EEO contact Mavis Johnson (212)
637-3339.
-  ☒ NARRATIVE STATEMENT/WORKPLAN (Including statement on how this project supports
your environmental program)
- ☒ CERTIFICATION OF DISTRIBUTION OF APPLICATION REVIEW PACKAGE. (Proof of
compliance with Intergovernmental review.)
- ☐ DATA ON PAST GRANTS EXPERIENCE/FINANCIAL ADMINISTRATION (for
applicants new to EPA REGION 2, e.g. Audit Reports, Narrative Description of Past Grants
with the Federal Government, and the Federal Agency Contact for the Single Audit
Requirement)
- ☐ ~~BIOGRAPHICAL SKETCH OF THE PROJECT MANAGER~~ (for applicants other than State,
local government and Indian Tribes)
- ☒ CERTIFICATION REGARDING LOBBYING/DISCLOSURE OF LOBBYING ACTIVITIES
- ☐ ~~CERTIFICATION OF TAX STATUS IF YOU ARE A NON-PROFIT OR NOT-FOR-~~
~~PROFIT ORGANIZATION~~ (for 501(c)(3) and (4) organizations, please attach copy of your
most current IRS determination letter).
- ☐ ~~NEGOTIATED INDIRECT COSTS RATE AGREEMENT~~
- ☒ HAVE YOU INCLUDED THE DUN AND BRADSTREET (D&B) DATA UNIVERSAL
NUMBERING SYSTEM (DUNS) IN THE SF424 FORM

CHECKLIST OF APPLICATION
ITEMS TO BE SUBMITTED
(CONTINUED)

☐ For other than continuing programs, please indicate below the appropriate status of your application package to assist us in facilitating the review process:

☒ Submitting application package in response to a competitive announcement
List announcement number _____ or Title Brownfields Assessment and Cleanup

☐ Submitting in response to discussion with EPA Staff
Please identify name _____

☐ Submitting without input from or discussion with EPA, and not in response to a competitive announcement

☐ Congressional Earmarks

☐ Submitting application package in response to a Congressional Earmark (If known) Please identify name of Congressional Sponsor _____ (If known) Please identify the appropriation Bill in which the earmark appears _____

***NOTE:** Please note that the information contained in this application may be made available to the public unless you identify specific portions that are confidential and may not be released. Please clearly identify specific confidential business information contained in this application.

RETURN COMPLETED APPLICATION TO:

MR. ROCH BAAMONDE, CHIEF
U.S. ENVIRONMENTAL PROTECTION AGENCY, REGION 2
GRANTS AND CONTRACTS MANAGEMENT BRANCH
290 BROADWAY, 27th FLOOR
NEW YORK, NEW YORK 10007-1866

EPA KEY CONTACTS FORM

Authorized Representative: Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.

4/20/17

Name: Prefix: First Name: Middle Name:
Last Name: Suffix:
Title:
Complete Address:
Street1:
Street2:
City: State:
Zip / Postal Code: Country:
Phone Number: Fax Number:
E-mail Address:

Payee: Individual authorized to accept payments.

Name: Prefix: First Name: Middle Name:
Last Name: Suffix:
Title:
Complete Address:
Street1:
Street2:
City: State:
Zip / Postal Code: Country:
Phone Number: Fax Number:
E-mail Address:

Administrative Contact: Individual from Sponsored Programs Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc).

Name: Prefix: First Name: Middle Name:
Last Name: Suffix:
Title:
Complete Address:
Street1:
Street2:
City: State:
Zip / Postal Code: Country:
Phone Number: Fax Number:
E-mail Address:



KEY CONTACTS FORM

Authorized Representative: *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name: Richard Pucci
 Title: Executive Director
 Complete Address: Middlesex County Improvement Authority
101 Interchange Plaza, Cranbury, New Jersey 08512
 Phone Number: 609-655-5141

Payee: *Individual authorized to accept payments.*

Name: Lory Cattano
 Title: Chief Financial Officer
 Mail Address: Middlesex County Improvement Authority
101 Interchange Plaza, Cranbury, New Jersey 08512
 Phone Number: 609-655-5141

Administrative Contact: *Individual from Sponsored Program Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc.)*

Name: Denise Nickel
 Title: Senior Project Manager
 Mailing Address: Middlesex County Improvement Authority
101 Interchange Plaza, Cranbury, New Jersey 08512
 Phone Number: 609-409-5002
 FAX Number: 609-655-1690
 E-Mail Address: dn@mciauth.com

Principal Investigator: *Individual responsible for the technical completion of the proposed work.*

Name: Denise Nickel
 Title: Senior Project Manager
 Mailing Address: Middlesex County Improvement Authority
101 Interchange Plaza, Cranbury, New Jersey 08512
 Phone Number: 609-409-5002
 FAX Number: 609-655-1690
 E-Mail Address: dn@mciauth.com
 Web URL: www.mciauth.com

Application for Federal Assistance SF-424

Version 02

*1. Type of Submission		*2. Type of Application		*If Revision, select appropriate letter(s):	
<input type="checkbox"/> Preapplication		<input checked="" type="checkbox"/> New			
<input checked="" type="checkbox"/> Application		<input type="checkbox"/> Continuation		* Other (Specify)	
<input type="checkbox"/> Changed/Corrected Application		<input type="checkbox"/> Revision			
*3. Date Received:			4. Application Identifier:		
5a. Federal Entity Identifier:			*5b. Federal Award Identifier:		
State Use Only:					
6. Date Received by State:			7. State Application Identifier:		
8. APPLICANT INFORMATION:					
* a. Legal Name: Middlesex County Improvement Authority					
* b. Employer/Taxpayer Identification Number (EIN/TIN): 22-3111054			*c. Organizational DUNS: 942703885		
d. Address:					
*Street1: 101 Interchange Plaza Street 2: *City: Cranbury County: Middlesex *State: new Jersey Province: Country: United States					
*Zip/ Postal Code: 08512					
e. Organizational Unit:					
Department Name: Economic Development			Division Name: NA		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix:		First Name: Denise			
Middle Name:					
*Last Name: Nickel					
Suffix:					
Title: Senior Project Manager					
Organizational Affiliation: Middlesex County Improvement Authority					
*Telephone Number: 609-409-5002			Fax Number: 609-655-1690		
*Email: dn@mciath.com					

ENVIRONMENTAL PROTECTION
AGENCY REGION 2
JUL 16 2003
GRANTS & CONTRACTS
MANAGEMENT DIVISION

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type: ☒ X. Other (specify)

Type of Applicant 2: Select Applicant Type:

- Select One -

Type of Applicant 3: Select Applicant Type:

- Select One -

*Other (specify): *County Improvement Authority*

*10. Name of Federal Agency:

United States Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.818

CFDA Title:

Brownfields Assessment and Cleanup Cooperative Agreements

*12. Funding Opportunity Number: EPA-OSWER-OBLR-08-07

*Title: Brownfields Assessment Grants

13. Competition Identification Number: EPA-OSWER-OBLR-08-07

Title:

Brownfields Assessment Grants

14. Areas Affected by Project (Cities, Counties, States, etc.):

Middlesex County, New Jersey; specifically the Township of Woodbridge and City of Perth Amboy

*15. Descriptive Title of Applicant's Project:

Middlesex County Improvement Authority Brownfields Assessment Coalition Grant - Perth Amboy and Woodbridge

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

*a. Applicant

NJ-006, NJ-007, NJ-012, NJ-13

*b. Program/Project:

NJ-013, NJ-007

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: October 1, 2009

*b. End Date: September 30, 2012

18. Estimated Funding (\$):

*a. Federal

\$1,000,000.00

*b. Applicant

*c. State

*d. Local

*e. Other

*f. Program Income

\$0.00

*g. TOTAL

\$1,000,000.00

*19. Is Application Subject to Review By State Under Executive Order 12372 Process?

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on

☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review. *New Jersey waived its review rights.*

☐ c. Program is not covered by E.O. 12372

*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

☐ Yes

☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ **I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr.

*First Name: Richard

Middle Name:

*Last Name: Pucci

Suffix:

*Title: Executive Director

*Telephone Number: 609-655-5141

Fax Number: 609-655-1690

*Email: rp@mciath.com

*Signature of Authorized Representative:

Date Signed: 5-22-09

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Brownfields Grant	66.818	\$	\$	1,000,000	\$	1,000,000
2.						0
3.						0
4.						0
5. Totals		\$ 0	\$ 0	1,000,000	\$ 0	1,000,000

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ 93,760	\$	\$	\$	\$ 93,760
b. Fringe Benefits	0				0
c. Travel	8,680				8,680
d. Equipment	0				0
e. Supplies	2,310				2,310
f. Contractual	893,250				893,250
g. Construction	0				0
h. Other	2,000				2,000
i. Total Direct Charges (sum of 6a-6h)	1,000,000	0	0	0	1,000,000
j. Indirect Charges					0
k. TOTALS (sum of 6i and 6j)	\$ 1,000,000	\$ 0	\$ 0	\$ 0	\$ 1,000,000
7. Program Income	\$	\$	\$	\$	0

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Prescribed by OMB Circular A-102

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Brownfields Assessment and Clean Up Grant	\$ 92,142	\$ 0	\$ 256,366	\$ 348,508	
9.				0	
10.				0	
11.				0	
12. TOTAL (sum of lines 8-11)	\$ 92,142	\$ 0	\$ 256,366	\$ 348,508	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 110,000	\$ 27,500	\$ 27,500	\$ 27,500	\$ 27,500
14. Non-Federal	0				
15. TOTAL (sum of lines 13 and 14)	\$ 110,000	\$ 27,500	\$ 27,500	\$ 27,500	\$ 27,500
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. Brownfields Assessment and Clean Up Grant	\$ 445,000	\$ 445,000	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$ 445,000	\$ 445,000	\$ 0	\$ 0	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.


As the duly authorized representative of the applicant, I certify that the applicant:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application. 2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. 4. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. 5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F). 6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the | <p>basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.</p> <ol style="list-style-type: none"> 7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. 8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds. |
|--|---|

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Prescribed by OMB Circular A-

<p>9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally-assisted construction subagreement.</p> <p>10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.</p> <p>11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).</p>	<p>12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) Related to protecting components or potential components of the national wild and scenic rivers system.</p> <p>13. Will assist the awarding agency in assuring compliance will Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).</p> <p>14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.</p> <p>15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) Pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.</p> <p>16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) Which prohibits the use of lead-based paint in construction or rehabilitation of residence structures?</p> <p>17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."</p> <p>18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.</p>
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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Executive Director
APPLICANT ORGANIZATION Middlesex County Improvement Authority	DATE SUBMITTED 6/12/09

Standard Form 424B (Rev. 7-97) Back

United States Environmental Protection Agency
Washington, DC 20460
Preward Compliance Review Report for
All Applicants and Recipients Requesting EPA Financial Assistance
Note: Read instructions on other side before completing form.

I. Applicant/Recipient (Name, Address, State, Zip Code). <i>Midcoast Quality Improvement Authority, 101 Interstate Plaza, Cranbury, NJ 08512</i>		DUNS No. <i>942703885</i>
II. Is the applicant currently receiving EPA assistance? <i>yes</i>		
III. List all civil rights lawsuits and administrative complaints pending against the applicant/recipient that allege discrimination based on color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.) <i>NA</i>		
IV. List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that allege discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective action taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.) <i>NA</i>		
V. List all civil rights compliance reviews of the applicant/recipient conducted by any agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3)) <i>NA</i>		
VI. Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below. a. If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b). b. If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. § 7.70) applies. <i>No</i>		
VII.* Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs or activities? (40 C.F.R. § 5.140 and § 7.95) <i>yes</i> a. Do the methods of notice accommodate those with impaired vision or hearing? <i>yes</i> b. Is the notice posted in a prominent place in the applicant's offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications? <i>yes</i> c. Does the notice identify a designated civil rights coordinator? <i>yes</i>		
VIII.* Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or handicap of the population it serves? (40 C.F.R. § 7.85(a)) <i>yes</i>		
IX.* Does the applicant/recipient have a policy/procedure for providing access to services for persons with limited English proficiency? (40 C.F.R. Part 7, E.O. 13166) <i>No</i>		
X.* If the applicant/recipient is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator. <i>Same lead, Director of Administration, MCIA 101 Interstate Plaza, Cranbury, NJ 08512, cfo@mciaqia.com 609-404-5025 609-655-1690</i>		
XI* If the applicant/recipient is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or Internet address for, or a copy of, the procedures. <i>yes</i>		
For the Applicant/Recipient		
I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations.		
A. Signature of Authorized Official <i>[Signature]</i>	B. Title of Authorized Official <i>Executive Director</i>	C. Date <i>6/12/09</i>
For the U.S. Environmental Protection Agency		
I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statutes and EPA regulations.		
A. Signature of Authorized EPA Official	B. Title of Authorized EPA Official	C. Date
See ** note on reverse side.		

**NEW JERSEY STATE REVIEW PROCESS
CERTIFICATION OF DISTRIBUTION OF APPLICATION REVIEW PACKAGE**

Pursuant to the Federal intergovernmental review requirements, the attached APPLICATION REVIEW PACKAGE is submitted for your review.

Applicant/Agency Name: *Middlesex County Improvement Authority*
 Organizational Unit: *Economic Development*
 Address: *101 Interchange Plaza*
Cranbury, NJ 08512
 Contact Person: *Denise Nickel, Sr. Project Manager*
 Telephone Number: *609-409-5002*

CFDA Number: *66.818*

Federal Program Name: *Brownfield Assessment and Cleanup Cooperative Agreements*

Project Name: *Middlesex County Improvement Authority Brownfields Partnerships*
in the City of Perth Amboy and the Township of Woodbridge

Federal Funding Agency Address: **USEPA - Region 2**
290 Broadway, 27th Floor
New York, New York 10007-1866

Federal Funds Requested: \$

REVIEWING AGENCIES

The APPLICATION REVIEW PACKAGE has been sent to the Reviewing Agencies checked below:

☒ **UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION II, GRANTS AND CONTRACTS MANAGEMENT BRANCH**

COUNTY REVIEWING AGENCIES:

<input type="checkbox"/> ATLANTIC	<input type="checkbox"/> HUDSON	<input type="checkbox"/> SOMERSET
<input type="checkbox"/> BERGEN	<input type="checkbox"/> HUNTERDON	<input type="checkbox"/> SUSSEX
<input type="checkbox"/> BURLINGTON	<input type="checkbox"/> MERCER	<input type="checkbox"/> UNION
<input type="checkbox"/> CAMDEN	<input checked="" type="checkbox"/> MIDDLESEX	<input type="checkbox"/> WARREN
<input type="checkbox"/> CAPE MAY	<input type="checkbox"/> MONMOUTH	<input type="checkbox"/> ALL COUNTIES
<input type="checkbox"/> CUMBERLAND	<input type="checkbox"/> MORRIS	<input type="checkbox"/> NO APPLICABLE COUNTY REVIEWING AGENCIES
<input type="checkbox"/> ESSEX	<input type="checkbox"/> OCEAN	
<input type="checkbox"/> GLOUCESTER	<input type="checkbox"/> SALEM	

STATE REVIEWING AGENCIES:

<input type="checkbox"/> AGRICULTURE	<input type="checkbox"/> LAW & PUBLIC SAFETY
<input type="checkbox"/> HEALTH	<input type="checkbox"/> MILITARY & VETERANS AFFAIRS
<input type="checkbox"/> HUMAN SERVICES	<input type="checkbox"/> TRANSPORTATION
	<input type="checkbox"/> NO APPLICABLE STATE REVIEWING AGENCIES

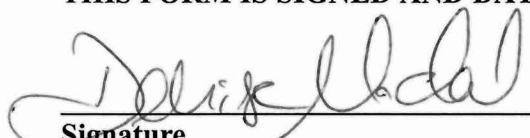
AREAWIDE REVIEWING AGENCIES:

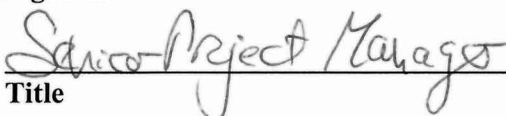
<input type="checkbox"/> NEW JERSEY MEADOWLANDS COMMISSION	<input type="checkbox"/> NEW JERSEY PINELANDS COMMISSION
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The undersigned certifies that an APPLICATION REVIEW PACKAGE consisting of the items checked below has been sent to the required Reviewing Agencies for review.

- ✓ (1) FEDERAL FORM 424 (Box 16 must be completed)
- ✓ (2) PROJECT SUMMARY DESCRIBING PROPOSED ACTIVITIES
- ✓ (3) CERTIFICATION OF DISTRIBUTION OF APPLICATION REVIEW PACKAGE
- (4) SITE LOCATION MAP (For construction projects only)
- (5) PROJECT INFORMATION FORM (For construction projects only)

THIS APPLICATION REVIEW PACKAGE WILL NOT BE PROCESSED UNLESS THIS FORM IS SIGNED AND DATED BELOW.

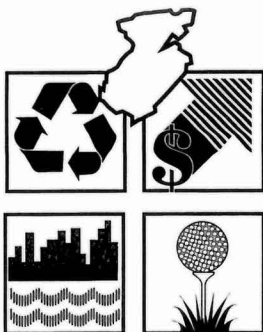


 Signature


 Title

6/12/09

 Date signed



MIDDLESEX COUNTY IMPROVEMENT AUTHORITY

101 INTERCHANGE PLAZA • CRANBURY, NEW JERSEY 08512

Telephone: (609) 655-5141 • Fax: (609) 655-4748

Website: www.mciauth.com • E-mail: mciaadmin@mciauth.com

May 22, 2009

Mr. George M. Ververides, Director
Middlesex County Department of County Planning
40 Livingston Avenue
New Brunswick, New Jersey 08901

Dear Mr. Ververides:

Enclosed for your review is an application by the Middlesex County Improvement Authority for a United States Environmental Protection Agency Brownfields Assessment Coalition Grant. The MCIA was selected through a competitive process as part of the U.S.E.P.A. nationwide brownfields initiative to receive one of five Brownfield grants totaling \$4.2 million in New Jersey. The MCIA is applying to use a \$1,000,000 grant to investigate environmental conditions that may exist at brownfield sites in the Rt. One Corridor Redevelopment Area in the Avenel section of Woodbridge Township and Redevelopment Area 3 in the City of Perth Amboy. The grant is also intended to develop collaborative redevelopment planning relationships with each community and to further public understanding of brownfields.

Based on the Intergovernmental Review requirements, I have attached a copy of the following for your review:

- Grant Application Form #SF-424
- Project Fact Sheet that describes the activities proposed for funding
- A copy of the Certification of Distribution of Application Review Package form.

The MCIA would be most appreciative if you could review these documents soon. To facilitate a U.S.E.P.A. grant award, a letter either positively commenting on the project as described and/or noting any of your concerns should be sent to:

**Roch Baamonde, Chief
Grant and Contracts Management Bar
U.S.E.P.A. Region 2
290 Broadway, 27th Floor
New York, New York 10007-1866**

If you require any additional information please contact me at (609) 409-5002. I thank you for your attention to this matter and for your assistance.

Sincerely,

Denise Nickel, P.P., AICP
Senior Project Manager

cc: Richard Pucci
Jane Leal
Roch Baamonde, Chief, Grants and Contracts Management Bar, USEPA
Encs.

Certification Regarding Lobbying

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

BY SIGNING AND/OR SUBMITTING THIS APPLICATION OR GRANT AGREEMENT, THE UNDERSIGNED CERTIFIES, TO THE BEST OF HIS OR HER KNOWLEDGE AND BELIEF, THAT:

(a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, in connection with making of any Federal grant, the entering into of any cooperative, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any other funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting an officer or employee of any agency, Member of Congress, an or an employee of a Member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete Standard Form - LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub recipients shall certify and disclose accordingly.

THIS CERTIFICATION IS A MATERIAL REPRESENTATION OF FACT UPON WHICH RELIANCE WAS PLACED WHEN THIS TRANSACTION WAS MADE OR ENTERED INTO. SUBMISSION OF THIS CERTIFICATION IS A PREREQUISITE FOR MAKING OR ENTERING INTO THIS TRANSACTION IMPOSED BY §1352, TITLE 31 U.S. CODE. ANY PERSON WHO FAILS TO FILE THE REQUIRED CERTIFICATION SHALL BE SUBJECT TO A CIVIL PENALTY OF NOT LESS THAN \$10,000 AND NOT MORE THAN \$100,000 FOR EACH SUCH FAILURE.

Signature & Title of
Authorized Certifying Official

Dated

6/12/09

Applicant's Organization:

Middlesex County Improvement
Authority

Middlesex County Improvement Authority Brownfields Assessment Coalition
Grant: Work Plan for the City of Perth Amboy and the Township of Woodbridge

Project Title: Middlesex County Improvement Authority Brownfields Partnership (in the City of Perth Amboy and the Township of Woodbridge)

Grantee: The Middlesex County Improvement Authority

1. Project Overview

The Middlesex County Improvement Authority (MCIA) Brownfields Partnership will focus on properties in two target areas in the communities of the City of Perth Amboy and the Township of Woodbridge. Many properties in the *Redevelopment Area 3 in Perth Amboy* are current or former industrial and commercial properties that are underutilized and suspected of being or known to be contaminated. Numerous properties along the *Route One Corridor in the Avenel Section of Woodbridge* are underutilized, suspected of, or known to be contaminated, have inefficient use configurations, and have negative impacts on the surrounding neighborhoods and adjacent retail. Proposed new land uses in Perth Amboy include retail, office, recreation, education, residential, entertainment, train station linkages, parking facilities and green space. The Township of Woodbridge foresees revitalized retail, entertainment, office, hotel, restaurants, and green spaces as well as infill residential in its revitalization plans for the Corridor.

In both communities an assembly of community groups and local officials will participate in a partnership with the MCIA to advance local revitalization goals. The City of Perth Amboy currently has six entities that will collaborate, including the City, the Perth Amboy Chamber of Commerce, the Perth Amboy Merchants Association, the Raritan Bay YMCA, the Perth Amboy High School Environmental Club, and the Raritan Riverkeeper. Similarly, the Township of Woodbridge, the Woodbridge Environmental Commission, and the Woodbridge Economic Development Corporation have joined the Partnership. An important member of the Partnership is the New Jersey Institute of Technology - Division of Brownfields Resources (NJIT). Other entities may join the effort as well.

The Brownfields Partnership objectives are to further local redevelopment goals by:

- 1) using U.S.E.P.A. brownfields assessment funds to assess and/or investigate the environmental conditions of selected properties;
- 2) coupling MCIA Redevelopment Program services with grant activities;
- 3) using community input and resources to enhance the quantity and quality of decision making and communications;
- 4) increasing the level of understanding in the community about brownfields and redevelopment initiatives;
- 5) integrating additional intergovernmental and non-profit organization resources into brownfields and redevelopment projects;

Middlesex County Improvement Authority Brownfields Assessment Coalition
Grant: Work Plan for the City of Perth Amboy and the Township of Woodbridge

2. Management and Coordination

At the beginning of the grant period, the Partnership entities will come together to review local goals and the grant goals and requirements, to finalize responsibilities and tasks, and to make decisions on some coordination methods and the allocation of assessment/investigation funds. However, the proposed and likely arrangement will be as follows:

- The MCIA attorney will be responsible for the legal aspects of reviewing partnership agreements, reviewing and/or drafting and issuing contract-related documents, advising on legal issues, and reviewing site access agreements;
- Municipal attorneys will be responsible for representing municipal interests in partnership agreements, preparing and executing site access agreements, securing access for the MCIA as agents to the municipality; and using court orders to gain access if necessary;
- Environmental consultant(s) (EC) will be responsible for assessments and investigations, regulatory compliance, and support in public communications related to this work.
- Site information will be collected by various entities including the municipalities, project manager (PM), environmental consultant(s), and partnership entities (hereafter Reps.) as appropriate;
- Site inventory work will be compiled by the PM and NJIT
- Site inventory, single site, and area-based mapping and associated data base will be conducted by NJIT;
- Site selection will be made either by a single group, or by two municipal-based groups from the partnership;
- Bilingual and other communications will be coordinated by the PM with work carried out by Reps.
- PM, MCIA attorney, specialized environmental counsel if needed, and EC work as listed in tasks below will be charged to the grant.
- PM will bring reports of project progress to the New Jersey Brownfields Roundtable to discuss issues, solve problems, and access additional resources if available.
- PM will assist in accessing New Jersey Hazardous Site Discharge Remediation Funds to further site work if needed.
- PM will assist municipalities to identify and apply for clean-up funds if appropriate.

There will be a site selection group(s) for either all sites or organized by municipality. There will be a technical team most likely composed of NJIT, Reps., and the PM.

The PM is estimated to be 1/3 full time equivalent (FTE). The municipal attorney total time is estimated to be 30 hours. The time of the contract EC is difficult to estimate at this time but is assumed to be about 1 FTE.

- a. Cooperative Agreement Recipient (CAR) – the project manager will be responsible for all aspects of the project including grant administration and partnership coordination (not negotiable with the Partnership). To manage the partnership, the

Middlesex County Improvement Authority Brownfields Assessment Coalition
Grant: Work Plan for the City of Perth Amboy and the Township of Woodbridge

PM will use the New Jersey Interlocal Agreement process, proposal commitments by representatives, initial project and subsequent meetings and other typical communications. A group on-line group communication method will be explored as well.

- b. Coalition Members - the MCIA has managed four prior U.S.E.P.A. Brownfields Assessment grants. As a county-wide entity that has not used brownfields grants for its own redevelopment projects, the MCIA has always had to use a collaborative approach to its grant program. The MCIA will enter into an Interlocal Agreement with each municipality which will use its own legal jurisdiction over sites. The MCIA will act as a municipal agent to conduct site work. The MCIA will manage all funds. The partnership will agree early on how to divide the funds for the direct contract site work for assessments and investigations and the set-aside for local representative training in a fair way, most likely in half to begin. Through grant budgeting and fund management, the agreed upon amount will be used for direct contract work in each municipality (and for individual representative training). All invoicing by the contract consultant will be billed on a coded site-specific basis as has been done on prior projects. The Partnership members will be kept apprised periodically as funds are drawn down. Towards the latter part of the project period as contract work funds are approaching an end, the technical and site selection groups will assess the best ways to take each site to a logical point of work completion yet keep the distribution of funds divided as agreed. Any decision to allocate more of the remaining funds towards one site versus another most likely will be agreed to be brought to the Partnership as a whole or the site team.

For prior grants, the MCIA has used the New Jersey Department of Environmental Protection's Voluntary Clean-up Program for environmental compliance. The municipality would execute a Memorandum of Agreement with the NJDEP for regulatory oversight and USEPA grant funds were used for the NJDEP associated fees for technical oversight of work quality and appropriateness. In May 2009, New Jersey enacted a new Licensed Site Remediation Professional Program whereby the contract EC is legally and professionally responsible for compliance. This likely will have cost implications for site assessments and investigations and may have a period of uncertainty about client (grant recipient) and municipal responsibilities and liabilities.

3.0 Goals and Objectives

- 3.1 Project Overall Goal and Objective: This project supports EPA's Strategic Plan and GPRA Goal 4: Health Communities and Ecosystems, Objective 4.2 Communities – Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them, Sub-objective 4.2.3 Assess, Clean Up and Redevelop Brownfields.

Outputs: Work Plan, Quality Assurance Project Plan, Sampling Plans, End-use Plans, Corrective Action Plans, Property Profile Forms, Quarterly Reports, Request for Proposals, Request for Qualifications, Community Involvement Plan, Community

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Grant: Work Plan for the City of Perth Amboy and the Township of Woodbridge

Meeting Minutes, Annual Financial Status Reports (FSR), Final FSR, MBE/WBE Utilization Reports, public information brochures, flyers, web-site listings, press articles.

Outcomes: Number of properties assessed, number of acres assessed, amount of funds leveraged, number of jobs created, property value increment increases, tax revenue increment increases, improved assessments of brownfields knowledge.

3.2 Project Specific Objectives: the funds will be used to assess, investigate and plan clean up and redevelopment for selected brownfields sites consistent with existing or modified Area Redevelopment Plans¹, and to educate local representatives, public officials, and the general public about brownfields.

4.0 Project Tasks include:

4.1 Site Identification / Selection

While a Site Selection Group (or similar name and including local officials) ultimately will agree on the site selection criteria, the following factors will be strongly encouraged to be used based on MCIA's past experience with successful brownfields redevelopment projects. The criteria are not listed on order of importance.

Strong Municipal Leadership as shown by:

- the ability of the municipality to gain legal access to the site for the assessments (may include obtaining a court order);
- the willingness by local officials to undertake aggressive redevelopment activities as communicated in Brownfields Partnership meetings, official policies, and other communications;
- a target area(s)/site(s) included in a designated Redevelopment Area with an adopted Redevelopment Plan under state statute, or the willingness of the municipality to so designate a property to be included in the same.

Redevelopment Potential as exhibited by:

- significant redevelopment potential as determined by local leaders, redevelopment professionals, and the affected public (potential can be evaluated by characteristics such as location, configuration, market feasibility, private sector interest or commitments, infrastructure quality, land value and other costs, and other factors);
- and redevelopment potential that could include use of the site as a 'green use' (recreational, regional or local greenway linkage, pocket park, or similar open space uses). Sites also will be analyzed in relation to municipal green space

¹ Route One Corridor Redevelopment Plan, Township of Woodbridge; Focus 2000, Redevelopment Plan for Area 3, City of Perth Amboy.

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plans, the Middlesex County Open Space Plan, the Raritan Riverfront Strategy Plan, and the Garden State Greenway GIS database, and similar planning efforts.

Community Need as demonstrated by:

- socio-economic characteristics of the surrounding neighborhood or area that indicate a need for interventions (such as unemployment, poverty, crime levels, elevated measurements on indices of public health problems (if the data are available at the appropriate geographic level);
- detrimental impacts of the site on the surrounding business and/or residential neighborhood as demonstrated by physical and/or economic indicators such as illegal dumping, vandalism, graffiti, fires and other indices of increased public health and safety services and costs;
- and the lack of needed land uses in the neighborhood such as those being proposed for the site.

Site Selection Tasks and Prioritization

Should there be more sites identified than can be handled by the program, sites will be prioritized by the Site Selection Group by an agreed upon process established by the Group. The following program Site Selection Tasks will be done to assist with site selection and prioritization:

1. Compile existing data on project area, possible target sites, municipal goals, and entity goals, to share with Partnership. Identify data gaps and needs.
 - a. Personnel (hereafter a. is always is Personnel) - Project manager (PM), entity representatives (Reps), NJIT.
 - b. Time (hereafter b. is always Time) - Month 1.
2. Gather target site environmental, planning, economic, and social data.
 - a. Municipal staff, NJIT, PM, possibly some Reps.
 - b. Months 1- 3. (NJIT may collect some data prior to grant start).
3. Brownfield Site Inventory Project.
 - a. PM, NJIT.
 - b. Months 1-12 (NJIT may begin some inventory work prior to grant period).
4. Compile remaining basic area and site data, request target site NJDEP records as appropriate.
 - a. NJIT selected Reps, PM.
 - b. Months 2 – 4.
5. Agree on site selection criteria, method of determining site priorities, method of allocating funds between municipalities and assessment/investigation types.
 - a. PM, NJIT, selected Reps. in site selection group(s).
 - b. Months 1 -3.
6. Synthesize available data about target site, prepare sites summary report, and prepare maps reflecting data.
 - a. PM, NJIT, municipal staff.
 - b. Months 1-5.
7. Select first round of sites for Preliminary Assessments and Site Investigations.
 - a. Site Selection Group(s)

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Grant: Work Plan for the City of Perth Amboy and the Township of Woodbridge

b. Months 1-5.

4.2 Site Assessments

Site Assessments will be conducted based on the number of sites generated with good potential for the program according to the criteria established by the Site Selection Group and depending upon what level of assessment is required for a particular site. For example, some sites may have a complete or close to complete Preliminary Assessment (PA) and be ready for the Site Investigation (SI) phase, while others may not have any work yet completed and need a PA. Others may have an incomplete SI and there is a need to bring that work to completion. At this time, it is unknown how many PAs and/or SIs might be completed as sites have not been selected, however the budget allocation of approximately \$893,250 includes an outside limit of 10 PAs at \$7,525 each. As SI costs vary substantially, it is difficult at this time to estimate the number of SIs that might be completed and their costs. However, 4 SIs at a cost of \$203,000 each is assumed. This assumed plan may change and include Remedial Investigations, Corrective Action, or End Use Plans and fewer total PAs or SIs. All site assessment work will be done using grant funds. The following program Site Assessment Tasks will be done to achieve the goals:

8. Qualify prospective environmental engineering consultants for work
 - a. Project manager, MCIA attorney.
 - b. Already completed by the MCIA.
9. Explore site access with property owners; if needed, begin local Court Order process.
 - a. Municipal staff, municipal attorneys, PM, MCIA attorney
 - b. Months 2-6.
10. Secure selected site approval from EPA Brownfields Program and NJDEP Office of Brownfields Reuse as appropriate.
 - a. PM, EPA Brownfields Program staff, NJDEP Brownfields Office staff.
 - b. Months 3-12.
11. Prepare RFP for environmental engineering consultant.
 - a. PM, NJIT, MCIA attorney.
 - b. Months 1-6.
12. Review draft RFP.
 - a. Select Reps.
 - b. Two weeks from draft completion.
13. Issue RFP.
 - a. PM, MCIA attorney, MCIA Board.
 - b. One week to one month from review completion.
14. Review consultation proposals.
 - a. PM, MCIA attorney, NJIT, select Reps (if appropriate).
 - b. One month
15. Contract consultant.
 - a. PM, MCIA attorney, MCIA Board.
 - b. One month.

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16. Begin preliminary assessment, site or remedial investigation work plans, site or remedial investigations as appropriate for each site.
 - a. EC.
 - b. On-going.
17. Submit site and remedial investigation work plans to USEPA for review
 - a. PM, EC.
 - b. On-going.
18. Submit HASP, QAPP to USEPA (and NJDEP as appropriate)
 - a. EC, PM.
 - b. As appropriate.
19. Submit preliminary assessment, site investigation, and remedial investigation reports to appropriate entity during NJDEP transition to Licensed Site Professional oversight program.
 - a. EC, PM.
 - b. As appropriate.
20. Present findings and plans to partnership and then community groups and broader public as appropriate.
 - a. EC, PM, Reps, NJIT.
 - b. Variable.
21. Integrate environmental findings into site redevelopment planning.
 - a. Local officials, Reps, PM.
 - b. Variable.

5.0 Community Involvement

As an EPA Brownfields Assessment Coalition Grant, community involvement is built into the structure of the program. To date, eight entities aside from the MCIA and the two municipalities have agreed to participate in the Brownfields Partnership Program. This will consist of attending Partnership meetings, carrying out some program tasks, and, for some representatives, participating in a Site Selection Group and attending education or training programs. Members will also have input to the localities on end-use planning. Partnership members will bring information to their respective constituents and assist with getting information out to the general public and with translations where needed. A variety of communication tools will be used including local newsletters, websites, general news media, flyers and other distributed materials. Such materials will be considered deliverables. If agreeable to the Partnership, a Brownfields Resource Manual will be developed or purchased for the local library collection and respective redevelopment agencies/offices/entities in each community. The following Community Involvement Tasks will be completed:

22. Identify specific representatives from each participating Partnership entity and confirm roles of entity,
 - a. PM, local entities.
 - b. Prior to project start date, for most entities 1 month or less.
23. Execute Interlocal Agreement between the municipalities and the MCIA.
 - a. PM, MCIA attorney, municipal attorneys.
 - b. 1 – 2 months.

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24. Order supplies for partnership and project.
 - a. PM
 - b. Month 1-2
25. Determine appropriate mapping format and media.
 - a. PM, NJIT, Reps.
 - b. Month 1.
26. Program Meeting (prepare/review grant goals, objectives, requirements, roles, tasks, set agenda for next period, confirm Site Selection Group(s), explore partnership and subgroup communications options).
 - a. PM, Reps.
 - b. Month 1 - 2.
27. Maintain community meeting minutes.
 - a. PM
 - b. On-going.
28. Coordinate communications with partnership.
 - a. PM, EC, Reps.
 - b. Variable.
29. Choose appropriate methods and collect and then distribute general brownfields assessment, cleanup and redevelopment educational and technical information.
 - a. PM, Reps, local officials.
 - b. Variable.
30. Prepare project update information for local and MCIA newsletters, MCIA and other web sites, and other vehicles of public information.
 - a. PM, County IT staff, selected Reps.
 - b. Variable.
31. Project meeting with environmental consultant (initial contact, review goals, site information, locality information, entity roles, communications approach)
 - a. PM, select Reps.
 - b. Two weeks after contract completion.
32. Coordinate with the Middlesex County and Local Health Departments regarding site investigation and remedial investigation activities, health and safety plans, and any adverse findings; send copies of reports to same.
 - a. PM, EC, and health dept. staff.
 - b. As appropriate.
33. Coordinate with appropriate agencies and entities should any health risks be identified.
 - a. EC, PM, local officials.
 - b. As needed.
34. Distribute reports to appropriate official and community locations - PA, SI, RI Work Plans, RA Work Plans, QAPP, and HASP as appropriate.
 - a. EC, PM, selected Reps.
 - b. Variable.
35. Integrate environmental findings into site redevelopment planning.
 - a. Local officials, Reps, PM.
 - b. Variable.

Middlesex County Improvement Authority Brownfields Assessment Coalition
Grant: Work Plan for the City of Perth Amboy and the Township of Woodbridge

6.0 Reporting Requirements

Outputs and Deliverables will be forwarded to EPA in accordance with the following Schedule of Outputs and Deliverables:

6.1 Quarterly Reports including Property Profile Form, and MBE/WBE Utilization Reports	By each Jan. 30, April 30, July 30, Oct. 30 for entire grant period 2009 - 2011
6.2 Financial Status Reports	Annually by Oct. 30
6.3 Final Close-out Reports	Oct. 30 after completion of grant period
Request for Qualifications	Completed
Request for Proposals	Estimated 6 months
6.4 Preliminary Assessment (Phase I) Reports	Estimated 8 to 10
6.5 Site / Remedial Investigation (Phases II & III) Reports	Estimated 4
Corrective Action Plan, End-Use Plans	Variable
6.6 QAQC and SAMP	Estimated 4
6.7 HASP	Estimated 4
Community Involvement Plan	Estimated 6-8 months

In addition, the following other Grant Reporting Requirements will be completed.

- 36. Monitor program payable and receivable accounts.
 - a. Project manager.
 - b. Monthly.

For Quality Assurance/Quality Control Plans: The Authority will require its consultant to comply with EPA requirements to use the Region 2 generic EPA QAPP for the SAMP Plans and will seek the approval of the same by EPA prior to site work and will sign the respective signature pages for each site.

For Health and Safety Plans: The Authority will require its consultant to prepare a HASP to be submitted according to EPA requirements of OSHA 29 CFR 1910.120 "Hazardous Waste Operations and Emergency Response" prior to any site fieldwork.

Middlesex County Improvement Authority Brownfield Assessment Coalition
Grant: Work Plan for the City of Perth Amboy and the Township of Woodbridge

7.0 Budget

Budget Categories	Preliminary & Site Assessments	Program Expenses	Total
Personnel	0.00	93,760.00	93,760.00
Travel	0.00	8,680.00	8,680.00
Equipment	0.00	0.00	0.00
Supplies	0.00	2,310.00	2,310.00
Contractual	893,250.00	0.00	893,250.00
Other	0.00	2,000.00	2,000.00
Total	\$893,250.00	\$106,750.00	\$1,00,000.00

Notes:

1. See Itemized Budget Schedule.
2. Some regional and local travel and training, staff fringe and insurance, postage, web site maintenance, office space and some supplies will be covered by MCIA in-kind sources.

**USEPA Brownfields Assessment Coalition Grant:
Woodbridge Township and City of Perth Amboy
Itemized Budget**

						Total Requested from EPA	Cost Share by Applicant
Programmatic Costs							
Personnel	<i>(Denise Nickel) (Sr. Project Manager)</i>		Salary Costs / Hour	Hrs./Activity	No. Activities		<i>(2-8 hr. days/mon.)</i>
	Quarterly Reports, Profiles, MBE/WBE (avg. sal.3 yrs.)		\$43.75	18	12	\$9,449.47	0.00
	Financial Status Reports		\$43.75	2	6	524.97	0.00
	Program Refine., RFP, Site/Area Data Collect & Analysis, Prog. Communic. & Coordin., Contract Support, Doc. Review, Commun. Educ. & Outreach, Press, Comm. Mtg. Min. Redevelop. Plng., Presentations (7-7 hr. days/ mon.)		\$43.75	147.00	12	77,170.65	6,562.13
	Final Report		\$43.75	14	1	612.47	0.00
	Total			181	31	87,757.55	33,598.11
	<i>Daria Venezia (Authority Attorney)</i>						
	Prepare Interlocal Agreements and Resolutions, review RFPs, Contracts, interpretation of legal questions & new regulations if appropriate		\$200.00	3	10	6,000.00	0.00
	MCIA web site drafting and updating						1,800.00
		9.38%					
	Subtotal					93,757.55	41,960.24
					Round To	93,760.00	41,961.00
Fringe	<i>(40% of PM salary)</i>	4.85%				0.00	\$48,542.26
Equipment			0.00	0	0	0.00	0.00
	Subtotal		0	0	0	0.00	0.00
Travel/Training		0.51%	Per Mile Costs	Parking&Toll/Trip	Miles		
	Project (sites, commun. mtgs, project mtgs)		0.58	30.5	1,080	0.00	656.90
	Regional BF Meetings		0.58	8	12	0.00	513.60
	National BF 2010 and 2001 Conferences		Night/Day/M meal	Unit Costs	Trips		
	Mobile Workshops			45.00	3	135.00	0
	Hotel - nights		5	251.10	NA	1,255.50	0
	Airfare			500.00	1	500.00	0
	Taxi to/from airport			80.00	2	160.00	0
	Shuttle to/from hotel			50.00	2	100.00	0
	Meals-(Bf10, Ln12, Dnr25) &tt @ 0.28		=(10*5+12*6+21*5)*1.28	307.34	NA	307.34	0
	Taxi/ground trans.			10.00	8	80.00	0
	Subtotal Each					2,537.84	1,170.50
	Subtotal Both (2010 + '11)					5,075.68	
	Environmental, Planning, Redevelopment Workshops		300.00		12	3,600.00	0.00
	(Includes 8 for municipal +/-or coalition reps.)						
	Subtotal All					8,675.68	
					Round To	\$8,680.00	\$1,171.00
Supplies		0.23%	Costs	Pieces/Unit	Units		
	Photo enlargements, mounting		45.00	1	18	810.00	0.00
	Books and publications		250.00	1	1	250.00	100.00
	Printer, speakers		500.00	1	1	500.00	0.00
	Toners		90.00	1	1	90.00	90.00
	Postage - UPS		211.20	1	1	0.00	211.20
	Postage		0.67	1	100	0.00	67.00
	Certified Mailings		2.75	35	4	385.00	0.00
	Laser Paper - white - case		34.00	1	3	102.00	0.00
	Laser Paper - color - ream		12.00	1	8	96.00	0.00
	Binders, dividers for partners and libraries		12.00	1	1	12.00	0.00
	USB		25.00	1	1	25.00	0.00
	CDs& Cases		40.00	1	1	40.00	0.00
	Subtotal					2,310.00	468.20
Other		0.20%	Cost / Inch		Inches		
	Environmental Records*		100.00		20	2,000.00	0.00
	Subtotal					2,000.00	0.00
Total Programmatic Costs*		10.70%	Enviro. Rec. not included in %			106,750.00	92,141.20
					SAY	\$106,750.00	\$92,142.00
Contractual		89.33%					
	Environmental Legal	0.60%	6,000.00		1	6,000.00	0.00
	Preliminary Assessments	7.53%	7,525.00		10	75,250.00	0.00
	Site and Remedial Investigations	81.20%	203,000.00		4	812,000.00	0.00
	Subtotal					893,250.00	0.00
					SAY	\$893,250.00	
Total Proposed Grant Budget						1,000,000.00	92,141.20
		100.02%			SAY	\$ 1,000,000.00	\$ 92,142.00
						% of Total BF Program Revenues	74%

**USEPA Brownfields Assessment Coalition Grant:
Woodbridge Township and City of Perth Amboy
Itemized Budget**

<u>Non-grant, Non-applicant Sources</u>		Amounts estimated by applicant and include fringe				
	NJIT		169,800.00			
	Woodbridge Township Point Staff Time		27,000.00			
	Perth Amboy Point Staff Time		33,750.00			
	Woodbridge Economic Development Corporation		5,040.00			
	Woodbridge Environmental Commission		5,040.00			
	Raritan Bay Area YMCA		5,040.00			
	Perth Amboy High School Environmental Club		600.00			
	Perth Amboy Merchants Association		5,040.00			
	Raritan Riverkeeper		3,600.00			
	Middlesex County Info. Tech. Dept.		1,456.00			
	2%	\$	256,366.00			\$ 256,366.00
<u>Total Non-grant Sources</u>					25.84%	\$348,508.00
						\$1,348,508.00
<u>Total Project Revenues</u>				SAY	100.00%	\$1,348,508.00
Notes:	Contractual services will be selected by a competitive Request for Qualifications & Proposals process as defined for professional service contracts under New Jersey Public Contracts Law.					
	All direct funds are requested from EPA.					
	* Technically Environmental Records are a direct part of site assessments and investigations and not Programmatic. However, they are not contract-based, and paid separately from consultant fees to NJDEP. The MCIA has found that securing NJDEP records prior to requesting proposals from contractors can modified site choices and assessment plans. Also, N.J. is phasing out the VCP and phasing in a Licensed Site Professional program which may change consultant costs or client fees but it is yet unclear in what ways.					